

## **STATE AGENCIES**

## Utah State Archives

**Parent Agency:** Public Safety Department  
Driver License Division

**Agency:** Department of Public Safety. Driver License Division (298)

4501 South 2700 West  
Salt Lake City, UT 84119  
965-4783

**Records Officer:** Randy Campbell  
**Analyst:** Maren Jeppsen

**AGENCY:** Department of Public Safety. Driver License Division

**SERIES:** 27306

2

**TITLE:** Medical and visual statement files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by driver's license number.

**DESCRIPTION:**

This series contains the Functional Ability Evaluation medical forms and the Certificates of Vision sent by health care professionals evaluating their patients' functional ability to drive. All applicants for driver's licenses must complete a health questionnaire as part of the normal licensing process. If significant health problems are identified, applicants are required to take the medical and/or visual statement forms to their health care professionals. Based on the completed forms, the Driver License Division may issue a license with or without limitations or deny a license when acceptable medical or vision standards are not met. Information includes names, birth dates, addresses, contact numbers, health conditions, and health care providers' names and places of business.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until imaged and quality checked and then destroy.

Digital image: Retain in Office for 10 years and then delete.

**APPRAISAL:**

Administrative Legal

These records document the administration and management of the functional ability evaluation program. The records also have legal value as they are required by UCA 53-3-303.

**AGENCY:** Department of Public Safety. Driver License Division

**SERIES:** 27306

**TITLE:** Medical and visual statement files

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(b), (j)((i)(ii)(iii)(A), and (2)(d) (2009)

## Utah State Archives

**Parent Agency:** Board of Regents  
Higher Education Assist. Authority

**Agency:** Board of Regents. Higher Education Assistance Authority (1448)

60 South 400 West  
Salt Lake City, UT 84101-1284  
321-7255

**Records Officer:** James Vaughan  
**Analyst:** Maren Jeppsen

**AGENCY:** Board of Regents. Higher Education Assistance Authority

**SERIES:** 26336

2

**TITLE:** Confidential case files

**DATES:** 2006-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

This series contains outstanding claims and litigation proceedings from account owners who request reimbursement from the Utah Education Savings Plan (UESP). Information includes names, addresses, Social Security numbers, and correspondence.

**RETENTION:**

Retain 50 years provided no litigation is pending.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after documents are imaged and then transfer to State Records Center provided no litigation is pending. Retain in State Records Center for 48 years and then destroy.

Digital image: For records beginning in 2006 and continuing to the present. Retain in Office for 7 years after account is closed and then delete.

**APPRAISAL:**

Administrative Fiscal Legal

This administrative and fiscal appraisal is based on the need for the agency to account for corrections made to participant fund accounts. Records also have legal value as they are required by UCA 53-B-8a (2009).

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(h) and (j); (2)(b) and (d) (2009)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(55) (2009)

**AGENCY:** Board of Regents. Higher Education Assistance Authority

**SERIES:** 26335

2

**TITLE:** Utah Educational Savings Plan administrative transactions

**VARIANT:** UESP admin transactions

**DATES:** 2006-

**ARRANGEMENT:** Chronological by date of processing.

**DESCRIPTION:**

This series contains the records of adjustments made to accounts, dividends, bounced checks, and automated clearing house transactions such as electronic account withdrawals. The records are used to track account adjustments and corrections. Information includes, names, addresses, Social Security numbers, payment information, account ledgers, and correspondence.

**RETENTION:**

Retain 50 years provided no litigation is pending.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after documents are imaged and then transfer to State Records Center provided no litigation is pending. Retain in State Records Center for 48 years and then destroy.

Digital image: For records beginning in 2006 and continuing to the present. Retain in Office for 7 years after account is closed and then delete.

**APPRAISAL:**

Administrative Fiscal Legal

This administrative and fiscal appraisal is based on the need for the agency to account for corrections and adjustments made to participant accounts. The records have legal value as they are required by UCA 53B-8a (2009).

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(h) and (j); (2)(b) and (d) (2009)

**AGENCY:** Board of Regents. Higher Education Assistance Authority

**SERIES:** 26335

**TITLE:** Utah Educational Savings Plan administrative transactions

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(55) (2009)



**AGENCY:** Board of Regents. Higher Education Assistance Authority

**SERIES:** 24922

2

**TITLE:** Utah Educational Savings Plan closed accounts

**DATES:** 1996-2001.

**ARRANGEMENT:** Chronological by submission date.

**DESCRIPTION:**

This series contains closed accounts for participants of the Utah Educational Savings Plan. Information includes the original participation agreements which list names, home addresses, income histories, beneficiaries, payments, disbursement information, and Social Security numbers.

**RETENTION:**

Retain 50 years provided no litigation is pending.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center provided no litigation is pending. Retain in State Records Center for 48 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

These records have administrative and fiscal value as they document the initial contribution and succeeding contribution changes to individual accounts. Legal authority and obligations are outlined in UCA 53B-08a (2009).

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(h) and (j); (2)(b) and (d) (2009)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(55) (2009)

**AGENCY:** Board of Regents. Higher Education Assistance Authority

**SERIES:** 25416

2

**TITLE:** Utah Educational Savings Plan participant records

**VARIANT** UESP participant files

**DATES:** 1996-

**ARRANGEMENT:** Chronological by submission date.

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

This series documents the activity of participants in the Utah Educational Savings Plan (UESP). The UESP creates investment accounts for individuals who would like to save money for a college education, typically to benefit a child or grandchild. The average length of participation in the program is between one to eighteen years. Records in the series include participation agreement forms, correspondence, direct deposit forms, and disbursement request forms. Documents in the series may contain home addresses, income information, beneficiary information, payment information, and Social Security numbers.

**RETENTION:**

Retain 50 years provided no litigation is pending.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after documents are digitally imaged and then transfer to State Records Center provided no litigation is pending. Retain in State Records Center for 49 years and then destroy.

Digital image: For records beginning in 2006 and continuing to the present. Retain in Office for 7 years after account is closed and then delete.

**APPRAISAL:**

Administrative Fiscal Legal

This appraisal is based on the need for the agency to account for custody of participant funds. Legal authority and obligations are outlined in UCA 53B-08a (2009).

**AGENCY:** Board of Regents. Higher Education Assistance Authority

**SERIES:** 25416

**TITLE:** Utah Educational Savings Plan participant records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(h) and (j); (2)(b) and (d) (2009)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(55) (2009)

**AGENCY:** Board of Regents. Higher Education Assistance Authority

**SERIES:** 24923

2

**TITLE:** Utah Educational Savings Plan payments

**VARIANT** UESP payments

**DATES:** 1996-

**ARRANGEMENT:** Chronological by date of payment.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains payments made to Utah Educational Savings Plan (UESP) accounts. Records document contributions credited to UESP account balances. Information includes copies of checks, bill payment records, wire instructions, and automated clearing house documentation processes such as electronic withdrawals from accounts.

**RETENTION:**

Retain 50 years provided no litigation is pending.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after documents have been imaged and then transfer to State Records Center provided no litigation is pending. Retain in State Records Center for 48 years and then destroy.

Digital image: For records beginning in 2006 and continuing to the present. Retain in Office for 7 years after account is closed and then delete.

**APPRAISAL:**

Administrative Fiscal Legal

These records have administrative and fiscal value as they document the value of the individual accounts and account tax benefits. Legal authority and obligations are outlined in UCA 53B-08a (2009).

**AGENCY:** Board of Regents. Higher Education Assistance Authority

**SERIES:** 24923

**TITLE:** Utah Educational Savings Plan payments

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(h) and (j); (2)(b) and (d) (2009)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(55) (2009)

## Utah State Archives

**Parent Agency:** Labor Commission  
Safety

**Agency:** Labor Commission. Safety Division (1416)

Labor Commission  
160 East 300 South  
Salt Lake City, UT 84111  
530-6872

**Records Officer:** Sara Danielson  
**Analyst:** Maren Jeppsen

**AGENCY:** Labor Commission. Safety Division

**SERIES:** 21895

2

**TITLE:** Boiler and pressure vessel inspection reports

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name of business.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This series contains the initial and subsequently scheduled boiler and pressure vessel inspection reports for the state of Utah. The reports are used to determine whether boilers and pressure vessels in publicly used buildings meet state regulations. Series information includes descriptions, names of inspectors, dates of inspections, billing information, monthly statistical reports, and all related correspondence. In addition, the files may contain Certificates of Competency issued by the Commission granting an individual the authority to inspect boilers and pressure vessels.

**RETENTION:**

Retain Retain 100 years.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1970 through 2007. Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 100 years and then destroy.

Microfilm master: For records prior to and including 2007. Retain in State Records Center for 100 years and then destroy.

Microfilm duplicate: For records prior to and including 2007. Retain in Office for 100 years and then destroy.

Computer data files: For records beginning in 2007 and continuing to the present. Retain in Office for 100 years and then delete.

**APPRAISAL:**

Administrative

This appraisal is based on the agency's responsibility for approving boiler and pressure vessel safety in publicly used buildings.

**AGENCY:** Labor Commission. Safety Division

**SERIES:** 21895

**TITLE:** Boiler and pressure vessel inspection reports

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Labor Commission. Safety Division

**SERIES:** 82925

2

**TITLE:** Elevator inspection reports

**DATES:** 1970-

**ARRANGEMENT:** Numerical by state elevator number.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This series contains the initial and subsequent biennial elevator inspection reports for the state of Utah. Reports are used to determine whether elevators in publicly used buildings meet state safety regulations. Reports include elevator descriptions, names of inspectors, certificates of inspection, inspection dates, billing information, and related correspondence.

**RETENTION:**

Retain 100 years.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1970 through 2007. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

Computer data files: For records beginning in 2007 and continuing to the present. Retain in Office for 100 years and then delete.

**APPRAISAL:**

Administrative

This appraisal is based on the agency's responsibility for approving elevator safety in publicly used buildings.

**PRIMARY CLASSIFICATION:**

Public

UTAH STATE ARCHIVES AND RECORDS SERVICE  
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

OCTOBER 12, 2009

AGENCIES SUBMITTING RECORD SERIES

AGENCY	NUMBER OF RECORD SERIES
--------	----------------------------

STATE AGENCIES

Public Safety Department	
Driver License Division. . . . .	1
Board of Regents	
Higher Education Assist. Auth.. . . . .	5
Labor Commission	
Industrial Commission Safety. . . . .	2

TOTAL RECORD SERIES SCHEDULED:	8	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	50.00	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

\_\_\_\_\_  
State Records Committee Member

\_\_\_\_\_  
Date